

Frequently asked questions

What leave are casuals entitled to during a health pandemic?

The department has established a process for the payment of its casual employees in accordance with the [Employment Arrangements in the Event of a Health Pandemic Directive 01/20](#) and the [Special Leave Directive 05/17](#). Under these arrangements long-term casual employees may apply for Special Pandemic Leave and/or Paid Special Leave.

Who is considered a long-term casual in accordance with [Directive 01/20](#)?

A long-term casual is an employee engaged on a regular and systematic basis for 1 or more periods of employment during the year immediately before the employee seeks to access leave under the Directive.

Special Pandemic Leave

Long-term casual employees may apply for up to 20 days Special Pandemic Leave during the course of the pandemic if they are:

- unable to work due to viral infection; or
- required to care for an immediate family or household member who has an actual or suspected viral infection; or
- required to care for a child whose school or childcare centre is closed

[An application form may be accessed via One Portal](#) and should be emailed direct to your Payroll Team. Instructions are provided on the form.

Paid Special Leave

Long-term casuals may apply for paid Special Leave during the course of the pandemic if they are:

- required to self-isolate on medical advice (and where a flexible work arrangement is not possible); or
- prevented from working because they are unable access their usual public transport services due to suspension or cancellation of service (and flexible work arrangement is not possible); or
- approved to undertake pandemic related volunteer roles in the community.

The duration of paid Special Leave granted will be decided on a case by case basis.

[An application form may be accessed via One Portal](#) and should be emailed direct to your Payroll Team. Instructions are provided on the form.

What payments are available to casual employees for Week 10, Term 1, 2020?

Casual employees who would have expected to receive shifts during week 10, Term 1, 2020, but as a result of the student free days were not offered any shifts, will receive payment for week 10 based on the average hours worked over weeks 8 and 9.

The department anticipates eligible employees will receive payment for Week 10 during the regular payday process in the week commencing 4 May 2020.

This payment will be automatic and no application form is required to be submitted.

What is going to happen to the ongoing engagement of temporary and casual employees?

The department is monitoring the ongoing engagement of casual and temporary employees who may be working less than usual as a result of the pandemic and will consider further options during Term 2, 2020.